

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **MOTOR VEHICLE CLERK**

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Jurisdictional Class: **Competitive**  
Date Adopted: **7/1/93**  
Date Revised: **3/31/95; 6/08 SR**  
Jurisdictions: **County**  
Union Status: **CSEA**  
Pay Grade: **7**

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**DISTINGUISHING FEATURES OF THE CLASS:** This employee performs a review of all documents for drivers' licenses and vehicle registrations, and transmits this information through a computer terminal to a central computer. Cashier responsibility and accountability also required. The bulk of the workload for this position pertains to mail and dealer work. However, as the NYS DMV changes rules, so will some of the corresponding duties of this position. All work is performed under daily supervision, though some leeway is allowed in the exercise of independent judgment in carrying out details of the work. DMV Supervisor may assign any type of work to occupant as deemed necessary to run the office, which also includes other aspects of the County Clerk's Office. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Reviews and processes applications for all types of licenses and registrations;  
Checks supporting documents for completeness of information;  
Computes, receives and accounts for licenses and registration fees;  
Acts as cashier and transmits information using a computer terminal;  
Conducts vision, road signs and written tests;  
Makes road test appointments;  
Receives, counts and stores license plates, documents and stickers, forms and other supplies;  
Assists in the compilation of receipts;  
Assists applicants in the proper completeness of forms and answers routine requests for information;  
Takes photographs for drivers' licenses and non-driver I.D. cards;  
Substitutes for a Motor Vehicle Representative I or II in an emergency;  
Miscellaneous filing and light typing;  
Answers telephone calls from the public.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of Motor Vehicle and Traffic Law as relates to issuance of licenses and registrations; working knowledge of office terminology, procedures and equipment; working knowledge of arithmetic; ability to operate a computer terminal; ability to get along well with co-workers and members of the public; accuracy and good judgment.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school or possession of an equivalency diploma; **AND**
- (B) One (1) year of clerical experience.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

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#### **SPECIAL REQUIREMENTS:**

No employee or agent of the Department of Motor Vehicles shall be involved in the issuance of an enhanced drivers license or non-driver identification card, pursuant to section 503(2)(f-1) or 491(2) of the Vehicle and Traffic Law, unless such employee or agent: 1) is a United States citizen, and 2) has undergone a State and FBI fingerprint based criminal history background check, as required under an agreement between the Department of Motor Vehicles and the federal Department of Homeland Security, entered into pursuant to 8 CFR 235.1 and section 7209 of the intelligence reform and terrorism prevention act of two thousand four, public law 108-458, and such search indicates that such employee or agent has not been convicted of, or charged with, a disqualifying offense as set forth in 49 CFR 1572.103.

Last Reviewed: n/a  
Last Updated: 06/08  
Reviewed By: n/a  
Last Reallocated: n/a